FINANCIAL DEPARTMENT.

ABSTRACT CONTINGENT BILLS—FURTHER INSTRUCTIONS.

Circular No. 1232, *dated* 11*th October* 1875.

The Deputy Accountant General has the honor to notify that no abstract contingent bill is to be discharged at the Treasury unless the amount is stated in figures and words, and both are free from erasures or other alterations.

When an abstract contingent bill is presented without the amount in words, it is to be returned by the Treasury Officer with a memo as follows:—

"Amount to be entered in words with drawing Officer's initials."

Abstract contingent bills are not to be paid *to bearer* unless receipted by the drawer on the back—"Contents received."

H. HUDSON,
Dy. Acctt. General in Mysore.

MONEY ORDER DEPARTMENT.

OVERLAND MONEY ORDERS.

No. 34. *The* 11*th October* 1875.

The following Circular is published for the guidance of the District Treasury Officers in Mysore and Money Order Agent, Saklespur, as well as for the information of the public.

H. HUDSON,
Dy. Acctt. General, and Controller, Money Order Dept. in Mysore.

From—The Assistant to Accountant General, Money Order Department, Bombay, To the Treasury Officer—Circular No. 10 of 1875-76, dated Bombay, 22nd September 1875.

While drawing your attention to this Office Circular No. 22, dated 4th December 1872, I beg to impress upon you again the importance of a due and careful observance of the instructions therein contained, which have been in too many cases neglected, to the dissatisfaction of the general public and the serious inconvenience of this Department.

2. In filling up the counterfoil receipts for Overland Money Orders the following points should be carefully attended to:—

(1.) The particulars of name and address of both remitter and payee should be given as fully as possible, and remitters should be informed that any insufficiency in these respects will render the order liable to delay in transmission, and may lead to its being paid to the wrong individual.

(2.) One Christian name at least should be given of both remitter and payee.

(3.) The address of the payee should contain not only the town or city of residence, but also the street, and the number of the house in that street: otherwise the London Post Office will probably decline to forward the Order to its destination.

(4.) The amount paid by the remitter and its equivalent in sterling, should be entered as carefully as possible, the former amount being written in words as well as figures.

(5.) The whole of the particulars entered in the counterfoil receipt should appear in a clear and unmistakeable hand. The neglect of this obvious rule has not only led to many unavoidable mistakes and delays in payment, but has in every case thrown a great deal of unnecessary labor on this office, the time and attention of which are in great part occupied in the attempt to decipher what is illegibly written and often incorrectly spelt.

3. In conclusion, I would express a hope that the instructions here given may be faithfully followed in future, and that it will not be necessary to draw your attention to the subject again.